

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
MONDAY, SEPTEMBER 13, 2021**

At 9:00 a.m. Chairperson Richard Young called to order in regular session a meeting of the Washington County Board of Supervisors which took place in the Washington County Courthouse. Items on the agenda included the following: approval of agenda; public comment related to agenda items; Washington County Emergency Medical Service Advisory Council Bylaws; Resolution 21-35 related to the creation and implementation of the Washington County Emergency Medical Services Advisory Council; award bid for grinding project L-J-075 on West 18th Street in Washington; Secondary Roads Quarterly Report; personnel change request – Ambulance; Secondary Road Use Request – Red Flag Horseless Carriage Tour; employee meal reimbursement rates; department head comment; adjourn. Supervisors Stan Stoops, Bob Yoder, Marcus Fedler, and Jack Seward, Jr. were also present.

Others attending the meeting included Mary Zielinski, The News; Jacob Thorius, County Engineer; Jeremy Peck, County Ambulance Director; and Marissa Reisen, County Emergency Management Coordinator. Various other individuals listened and/or watched remotely via electronic means.

All motions were passed unanimously by those Supervisors in attendance unless noted otherwise.

On motion by Stoops, seconded by Fedler, the Board voted to approve the agenda as published.

There was no public comment.

On motion by Seward, seconded by Stoops, the Board voted to approve a final draft of the Washington County Emergency Medical Service Advisory Council Bylaws.

On motion by Stoops, seconded by Seward, the Board voted by way of roll call vote to approve Resolution 21-35 as follows and to authorize the Chairperson to sign Resolution 21-35 on behalf of the Board.

RESOLUTION 21-35

A RESOLUTION TO CREATE AND IMPLEMENT THE WASHINGTON COUNTY EMERGENCY MEDICAL SERVICE (EMS) ADVISORY COUNCIL

WHEREAS, The Iowa Department of Public Health Bureau of Emergency Trauma Services created and implemented the Iowa EMS System Standards to provide a consistent and accountable approach to promoting and protecting the health of Iowans through EMS by designing and implementing an integrated, measurable, sustainable statewide EMS system; and

WHEREAS, The Iowa EMS System Standards, Minimum Standards state “The EMS system shall have an advisory group with representation from one member of the County Board of Supervisors, a representative of the EMS services in the county-wide EMS system, and one EMS medical director (designated as the county wide EMS medical director)”, and

WHEREAS, The Washington County Ambulance Service, established by Resolution 19-63 entitled “A RESOLUTION OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS TO ESTABLISH AMBULANCE AND EMERGENCY SERVICES FOR THE COUNTY BY CREATING THE WASHINGTON COUNTY AMBULANCE SERVICE, AND THE CREATION OF A POSITION FOR DIRECTOR OF AMBULANCE SERVICES IN WASHINGTON COUNTY, IOWA” on December 3, 2019, by the Washington County Board of Supervisors shall be the designated lead agency for EMS in Washington County; and

WHEREAS Washington County Ambulance Service will develop and adopt standards and operating protocols, provide appropriate equipment and supplies when justified, and collaborate and coordinate with the Washington County EMS Association and the affiliated Quick Responder Service groups/teams in Washington County to make necessary training opportunities available; and

WHEREAS the Washington County Board of Supervisors recognizes and accepts the proposed “WASHINGTON COUNTY (IOWA) EMS (EMERGENCY MEDICAL SERVICES) ADVISORY COUNCIL BYLAWS” incorporated into this resolution by reference and attachment.

NOW THEREFORE BE IT RESOLVED that the Washington County Board of Supervisors hereby establishes the Washington County Emergency Medical Services Advisory Council (also referred to as the Washington County EMSAC) that shall serve the interests of the consumers of Emergency Medical Services within the County of Washington, in the state of Iowa, and report to the Washington County Board of Supervisors at least annually on the condition of Emergency Medical Services and offer recommendations to improve such services in Washington County.

County Engineer Thorius next presented the Board with three bids for grinding project L-J-075 on West 18th Street in Washington. The bids were as follows:

<u>Bid Amount</u>	<u>Bidder Name</u>	<u>Bidder Address</u>
\$129,368.30	Diamond Surface Inc.	Rogers, Minnesota
\$107,699.60	Cedar Falls Const.	Cedar Falls, Iowa
\$ 82,688.20	West Fork LLC	Victor, Iowa

On motion by Seward, second by Yoder, the Board voted to award the contract for grinding project L-J-075 on West 18th Street in Washington to West Fork LLC, Victor, Iowa, in the amount of \$82,688.20 and to authorize the County Engineer to sign pertinent documents.

Thorius provided the Board with a summary of the Secondary Roads Quarterly Report for the 2nd quarter of calendar year 2021. A total of 63,080 tons of road rock was hauled during the quarter by both county employees as well as contract haulers. During the same time frame a total of 31 non-department vehicles were maintained resulting in revenue of nearly \$11,000.00. The report also contained summaries of construction projects that were either completed or underway. Thorius stated that 14 subdivision applications were reviewed of which one was for a property line adjustment, 12 were for plats of survey, and one was for a major subdivision. Thorius stated that all of the work performed during the quarter was completed with a daily average of four staff members, out of a possible 33, absent from work due to vacation or illness. A total of 440 feet of cross road pipe was installed at 13 locations along with 36 feet of entrance pipe at two locations. On motion by Stoops, seconded by Yoder, the Board voted to acknowledge receipt of the Secondary Roads Quarterly Report for the second quarter of calendar year 2021. The complete report is available for viewing in the Auditor's office.

On motion by Seward, seconded by Yoder, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Ambulance Services for Connor Tarvin whose employment classification will change from full-time non-exempt to regular part-time non-exempt and whose salary rate will change from \$28.24 per hour to \$23.22 per hour with the changes to take effect October 5, 2021.

On motion by Seward, seconded by Fedler, the Board voted to approve, and authorize the Chairperson to sign, an application for a Secondary Road Use Permit received from Red Flag Horseless Carriage Tour. The permit is related to an antique automobile tour scheduled for September 23, 2021, from 9:30 a.m. until 3:30 p.m.

With regard to the matter of employee meal reimbursement rates Seward began the discussion by stating presently travel meal reimbursement rates for employees are a maximum of \$12.00, \$15.00, and \$29.00 for breakfast, lunch, and dinner respectively. The rates were adopted by the County based on rates used by the State Department of Administrative Services (SDAS) for its employees and is so noted in the Employee Handbook. Recently staff in the Washington County Auditor's Office became aware that, for unknown reasons and at an unspecified date, such rates had been reduced to a maximum of \$8.00, 10.00, and \$19.00 for breakfast, lunch, and dinner respectively. As stated by Seward the question facing the Board was whether to accept the reduced SDAS rates or to change policy in order to continue to use the present rates. Stoops voiced that using the new SDAS rates would provide the Board with the opportunity to reduce expenses. Young questioned the basis and justification for the new reduced SDAS rates and added he found it difficult to find a decent meal at or below the new SDAS rates especially when in a larger city such as Des Moines. Fedler stated that his research indicated the per diem rate for Des Moines was \$61.00 while the current County daily meal allowance was a maximum of \$56.00 for breakfast, lunch, and dinner. County Auditor Dan Widmer described possible problems that could result from utilizing a per diem allowance such as situations when breakfast is included with a hotel stay, when meals are included with the cost of meetings, or the situation when a meeting ends at midday. Discussion continued and ultimately Seward moved, and Stoops seconded, a motion to keep the meal reimbursement rate at \$12.00, \$15.00, and \$29.00 for breakfast, lunch, and dinner respectively for the time being. During discussion regarding the motion Yoder voiced his opinion that a per diem allowance would reduce paperwork related to reimbursement for meals. Widmer repeated his earlier statement regarding possible problems that could result from utilizing a per diem allowance. Seward suggested the use of multiple per diem rates to allow for the situations that Widmer described and Widmer responded that such a system would be difficult to manage from an accounts payable standpoint. Fedler offered that the current total of \$56.00 per day is not egregious and reminded that the various meal reimbursement rates are maximum amounts. Thorius stated that the Washington County Employee Manual is contradictory regarding employee meal reimbursement rates. Young repeated the motion made earlier and the motion was passed.

There was no discussion from department heads.

At 9:43 a.m. on motion by Yoder, seconded by Fedler, the Board voted to adjourn.

ATTEST:
September 13, 2021

RICHARD L. YOUNG, CHAIRPERSON
Washington County Board of Supervisors

DANIEL L. WIDMER
County Auditor